



SITE PLAN / FINAL DEVELOPMENT PLAN GUIDE

Site Plan and Final Development Plan approval is required in the City of Gardner to encourage the compatible arrangement of buildings, off-street parking, ingress and egress, lighting, landscaping and drainage of the site in a manner that will promote safety and convenience for the public and will preserve property values of surrounding properties. Site plan approvals are for development on traditional or straight Euclidian zoning districts. Final Development Plan approvals are for development on planned zoning districts.

Site Plan or Final Development Plan approval is required before a building permit may be issued for any multi-family, commercial or industrial buildings. Site plans may also be required for special use permits, conditional use permits, and for rezoning requests that do not involve platting. As specified in the Zoning Ordinance, Site Plan and Final Development Plan approval is by the Planning Commission.

Pre-Application Conference

Your first step in seeking approval of a site plan is to request a pre-application conference with the Director (or Director's representative) of the Community Development Department. The Community Development Department may be contacted by phone at (913) 856-0913 for an appointment. The offices are open 8:00 to 5:00 p.m., Monday through Friday, and are located at 120 E. Main Street, Gardner, Kansas 66030.

This conference is to help clarify how the City's existing and proposed plans and policies may affect your site. The pre-application conference will also help determine where stormwater drainage and street improvements will be required. This conference is intended to assist you in providing a site plan for formal review that is generally conforming to City Requirements. It is not an approval of your request.

Site Plan / Final Development Plan Application Process

- Accompanying your site plan application, submit ten (10) copies of the site development plan, drawn to a standard engineer's scale; one 8 ½ "x 14" copy of the proposed site plan; one 8 ½ "x 14" copy of the proposed building elevations; and a digital copy of the proposed site plan and elevations to the Community Development Department for the Planning Commission agenda.
- A checklist, pages 2-4 of this handout, lists the requirements and shall be completed and signed by the applicant to certify compliance with applicable site plan requirements. These pages shall be submitted with the application.
- Gardner staff, including the Public Works, Public Safety and Community Development members, will review the site plan to ensure it is in compliance with all applicable City codes, policies and plans prior to the Planning Commission meeting.

The Planning Commission will either:

- (1) approve the site plan;
- (2) approve it with certain conditions;
- (3) deny it; or
- (4) return it for modifications.

If the site plan is denied you will be notified of the reason(s) for disapproval. Approval of a site plan is valid for two years. If a building permit is not issued within that time, a new site plan approval will be required. An applicant may appeal disapproval or conditions of approval of a plan by the Planning Commission to the Governing Body.



SITE PLAN / FINAL DEVELOPMENT PLAN CHECKLIST

A site plan submitted for approval by the Planning Commission must contain the following information. Failure to provide this information **may result in your application not being accepted until all required information is submitted.**

This document shall be submitted with the site plan application and shall be signed by the applicant or an authorized agent.

The Director or designated member of staff will review the application at the time of submittal to insure completion. Acceptance of an application by the City of Gardner does not constitute completion of requirements and/or compliance with all City Code requirements or approval of a project.

Note: The following items apply to all applications for site plan approval. Some site plans, because of their scale and complexity, may require additional information. You are encouraged to work closely with staff in advance of your application submittal.

General Requirements for all Site Plans & Final Development Plans

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Application form and checklist (filled out completely and accurately) with all required signatures.
<input type="checkbox"/>	<input type="checkbox"/>	2. Ten (10) sets of site development plans, drawn to a standard engineer scale for site development plans and standard architectural scale for building elevations/details.
<input type="checkbox"/>	<input type="checkbox"/>	3. All plans shall be submitted on a standard 24"x36" sheets and shall be folded to 8"x12" for submittal.
<input type="checkbox"/>	<input type="checkbox"/>	4. One 8½"x14" copy of the proposed site plan and one 8½"x14" copy of the proposed building elevations and a digital copy of the site plan and elevations.
<input type="checkbox"/>	<input type="checkbox"/>	5. A complete description of business, including goods and services rendered, whether products are sold at wholesale or retail, sold on-site or distributed off-site, and any flammable products/chemicals to be listed by quantities and method of storage shall be indicated on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	6. Copy of all covenants and restrictions applicable to the development, if required.
<input type="checkbox"/>	<input type="checkbox"/>	7. Evidence of the establishment of the agency for the ownership and maintenance of any common open space for a planned development and all assurances of the financial and administrative ability of such agency.

General Information

<input type="checkbox"/>	<input type="checkbox"/>	1. Provide a vicinity map to scale with north point showing railroads, major streams or rivers, and public streets in the vicinity of the site. (We suggest scale of 1" = 1000'.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Show boundary lines of the area including bearings, dimensions, and reference to a section corner, quarter corner, or point on a recorded plat.

Yes No

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| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Prepare the site plan at a scale of 1" = 30' or larger, with orientation at top or left as north, and north point and scale shown clearly. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Dates of plan preparation and/or plan revisions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Names and addresses of all companies, firms, or individuals involved in the preparation of the plan (i.e., architect, landscape architect, planner, engineer, surveyor, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Name, address, and telephone number of the property owner and the developer. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Existing ownership, zoning, and land use of site and surrounding properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Existing uses, activities and influences on the site and adjacent properties, within one hundred feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | All public streets and easements which are of record. Sufficient dimensions and information to indicate existing and proposed right-of-way; pavement width and type; number of lanes; location size and radii of all existing and proposed medians and median breaks; sidewalks; and existing and proposed driveway locations, existing uses, activities and influences on the site and adjacent properties, within one hundred feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Any buildings which exist or are proposed to the degree that their location and size are shown on plans on file with the City. One and two family residential buildings may be shown in approximate location and general size and shape. Indicate the status of structures on the site (i.e., vacant, to be removed, good condition, interior remodel only, new, as is, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Existing and proposed finished grades or contours at two foot intervals. Identify any land areas within the one hundred year floodplain. Existing streams, drainage channels, and other bodies of water. All existing and proposed slopes in excess of ten percent. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Location, size, cross-section and calculation of any drainage structures, such as culverts, paved or earthen ditches or storm water sewers and inlets. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | Locations, massing, and patterns of existing vegetation. Indicate proposed on-site preservation. |

Site Development Data

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|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Proposed locations of buildings and other structures, parking areas, driveways, walks, noise generation sources (refrigeration units, mechanical equipment, loading docks, etc.) screening, drainage control, landscaping and proposed utility connection layouts for water and sewer. Sufficient dimensions to indicate setbacks, relationships between buildings, property lines, intersections, easements, parking areas, and other elements of the plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | The type and thickness of surfacing and base course proposed for all parking, loading and walkway areas, per City specifications. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Indicate the locations, heights, and materials for all screening walls and fences, existing and proposed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Building elevations depicting the architectural style, size, exterior construction materials, and colors of the buildings proposed. When several building types are |

Yes No

proposed, such as one and two unit dwellings, apartments, and commercial buildings, a separate sketch shall be prepared for each type. If an architectural theme is planned, elaboration on the intent and extent of the scheme and details shall be provided. Elevations shall be drawn to a standard architectural scale and dimensions provided to determine relationships between various elements, building height, proportion, adequate screening of mechanical equipment, etc.

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5. Show the location and method of screening of outdoor trash storage areas.

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6. Show the proposed location, dimensions, colors, materials, and elevations of all exterior signs, including monument signs.

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7. Show the location, height, and type of all proposed lighting facilities.

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8. Provide a schedule indicating total floor areas, dwelling units, land areas, required and proposed parking spaces, and all other quantities relative to the submitted plan that are required to determine compliance with City codes.

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9. Provide the general extent and character of all proposed landscaping noting common and botanical names and planting size, and a landscaping plan pursuant to City codes.

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10. Existing and proposed utility connection layouts such as power lines, gas lines, water lines, sanitary sewer lines, and storm drainage systems and identify sizes, materials, flowline elevations, and the types of construction.

I hereby submit all information required for site plan review. I understand that failure to provide the required information may result in a postponement of my request for review until all information has been submitted.

Signature of Applicant

Date